Mississippi Management and Reporting System

Department of Finance and Administration

	MMRS Policies and Procedures						
6220	Manage Contracts Browses and	Revision Date: 08/12/2016					
	Reports	Version: 8					

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Objective

Develop an understanding of the Manage Contracts Browses and Reports.

Outcome

An understanding of the browses, reports, and screens obtained.

Browses used for Analyzing Contracts (Contract Worker)

This Menu option is accessible only by PSCRB.

Your Action	System Response
Choose MC (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.

PHFNC10 PHIMAINU	PHV4 PHIMA	STATEWIDE PAYROLL AND HUMAN RESOURCE SYST INM Manage Contracts Menu	O8/12/2016 08:45 AM
	Code	Description	FastPath
	MC MY AC CT BR YH CW	Maintain Contract Worker Maintain Contract Year (CW) Browses used for Analyzing Contracts (CW) Maintain Contract Tables (CW) Contract Browses and Reports (CW) Browse Contract Years History (CW) Contract WIN Menu	MCON MCYR ANZC TBLS BRRE CTYH CWMU
Code	:		
Direct Co Enter-PF1 He	LPF	:	PF10PF11PF12 Quit

Browse Positions by Agency and Occupation Code

The Browse Positions by Agency/Occupation Code screen is used to review a listing of available positions by agency and occupation code.

	Your Action	System Response
2.	Choose AC (Browses used for Analyzing	The Browses Used for Analyzing
	Contracts (CW)) from the Manage Contracts	Contracts (CW) Menu will appear.
	Menu and press ENTER.	

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PHFNC10 PHIMAINU	PHV2 PHIMA		ATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM owses used for Analyzing Contracts (CW) Menu	08/12/2016 08:48 AM
	Code	Des	scription FastPa	ath
	PO OU	Browse Browse	Positions by Agency/OCCU POAO OCCU Utilization by Agency/OCCU OCAO	
Code	: <u>-</u>			
Direct Co Enter-PF He	1PF2	2PF3-	PF4PF5PF6PF7PF8PF9PF10PF	11PF12 Quit

Your Action	System Response
Choose PO (Browse Positions by Agency/OCCU) from the Browses used Analyzing Contracts (CW) and press E	
Selection criteria include *Agency, *Oc Filled/Vacant. The available action is d	

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PHFNC10 PHV2 PHMCCB8B PHMCCB8M		PAYROLL AND HUMAN RESOURCE SYSTEM se Positions by Agency/OCCU	08/12/2016 08:51 AM 1 more >
Actions: (D) Agency Act Pin Num	Occu Cd	Occu Title	Position Stat Auth Type Cd
*Agoncy: 0000 *00	ccii.	_ Filled/Vacant: V	
Direct Command:		_ Filled/Vacant. V	
Enter-PF1PF2 Help Main		PF5PF6PF7PF8PF9PF1 Bkwd Fwd Lef	

	Your Action	System Response
4.	Press F11 to access the second panel of this	The second panel of this screen will
	screen.	appear.

PHMC		PHV2 PHMCCB8M			PAYROL vse Pos					SYSTEM U	08/12/2 08:52	
	ions Pin	: (D) Agency Num		Cd	SSN					Start Salary		
				***	End of	Data i	***					
	_	0 <u>0</u> 00 *o ommand:	ccu: _		_ Fil	led/Va	cant:	V				
	r-PF			-PF4	-PF5				3PF 1		-PF11PF12 Right Quit	

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	Your Action	System Response
5.	Choose D isplay by the record being selected	The Maintain Position Information screen
	and press ENTER.	will appear.

Browse Occupation Utilization by Agency and Occupation Code

The Browse Occupation Utilization by Agency/Occupation Code screen is used to review a listing of occupation codes by agency, number of positions per occupation code, the last date number of positions was updated, and the number of positions filled for each occupation code.

	Your Action	System Response
1.	Choose MC (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2.	Choose AC (Browses used for Analyzing Contracts (CW)) from the Manage Contracts Menu and press ENTER.	The Browses Used for Analyzing Contracts (CW) Menu will appear.
3.	Choose OU (Browse OCCU Utilization by Agency/OCCU) from the Browses used for Analyzing Contracts (CW) Menu and press ENTER.	The Browse OCCU Utilization by Agency/OCCU screen will appear.
	Selection criteria include Agency, and Occu. The available action is display.	Information is displayed by Agency, Occupational code, Number Positions Per Occupation, Last Date # of Positions Updated, Number Positions Filled, Last Date # Positions Filled and Number Positions Vacant.

	PHV2 PHMCCB9M		PAYROLL AND HUMA OCCU Utilization			08/12/2016 08:54 AM
Actions:	(D)	Num Doc	Last Date #	Num Doc	Last Date #	Num Doc
Act Agcy	OCCU		Last Date # of Pos Updated			
Direct Co	mmand:	U:				
	PF2P p Main E		-PF5PF6PF7- Bkwd		PF9PF10PF	11PF12 Quit

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Your Action	System Response
4. Choose D isplay by the record being selected	The Occupation Utilization screen will
and press ENTER.	appear.

Contract Browses and Reports (Contract Worker)

	Your Action	System Response
1.	Choose MC (Manage Contracts) from the	The Manage Contracts Menu will appear.
	Main Menu and press ENTER.	
2.	Choose BR (Contract Browses and Reports	The Contract Browses and Reports (CW)
	(CW)) from the Manage Contracts Menu and	Menu will appear.
	press ENTER.	

PHFNC10 PHIMAINU	PHV4 PHIMA	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTE INM Contract Browses and Reports (CW) Menu	ΞM	06/22/2016 10:47 AM
	Code	Description	FastPa	ath
	CB CR RE CD RB	Miscellaneous Contract Browses (CW) Miscellaneous Contract Reports (CW) Miscellaneous Contract Reports (2) (CW) Monthly/FY Report of Contracts Approved (CW) Remaining Balance On Active Contracts Report	MCB MCR MCRT MCBAL	
Codo				
Code	_			
	1PF	:	10PF	11PF12 Ouit

Miscellaneous Contract Browses (Contract Worker)

	Your Action	System Response
3.	Choose CB (Miscellaneous Contract Browses (CW)) from the Contract Browses and Reports (CW) Menu and press ENTER.	The Miscellaneous Contract Browses (CW) Menu will appear.

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PHFNC10 PHIMAINU	PHV2 PHIMA:	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM INM Miscellaneous Contract Browses (CW) Menu	08/12/2016 08:57 AM
	Code	Description FastP	ath
	AT TA BA	Browse by Agency/Approval Route (CW) Browse by Approval Route/Agency (CW) Browse All Pend/Req/Appr Contracts (CW) PEND	
Code	:		
Direct Co Enter-PF He	1PF2	2PF3PF4PF5PF6PF7PF8PF9PF10PF	11PF12 Quit

Browse by Agency/Approval Route (Contract Worker)

	Your Action	System Response
4.	Choose AT (Browse by Agency/Approval Route (CW)) from the Miscellaneous Contract Browses (CW) Menu and press ENTER.	The Browse by Agency/Approval Route (CW) screen will appear.
	Selection criteria includes *Agency, FY, Approval Route, and FY Status.	Information is displayed by Agency Number, Fiscal Year, Approval Route, Contract #, Contractor, Contract Type, Approval Status, Request Type, Fiscal Year Status, Contract Total, Start Date and End Date.

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	CI PHMCCB4M	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM Browse by Agency/Approval Route (CW)			/12/2016 8:59 AM more >
	Appvl	Contract#	Contractor	Cont Type	Appv Stat
**	0000 54. 3	017 ************************************	Double EV Chabus		
Direct Co	ommand:	• •	Route: FY Status: _		
		F3PF4PF5- nd	PF6PF7PF8PF9PF10 Bkwd Fwd Left		-PF12 Quit

	Your Action	System Response
5.	Press F11 to access the second panel of this	The second panel of this screen will
	screen.	appear.

PHFNC10 PHMCCB4B < 1 more		В4М	STATEWIDE Browse		LL AND I gency/Ap						/12/2016):07 AM
		Appvl	Contract#		FY Status				tart Date	End	l Date
			***	Fnd o	 f Data '	 ***					
*Agency:	_)17 *Approv	al Ro	ute: _	FY S	status:	_			
			3PF4	PF5							
не	lp Ma	in Er	iu		<u> </u>	skwu	Fwd		Left R	rynt	Quit

	Your Action	System Response
6	6. Choose D isplay by the record being selected	The Maintain Contract Year Budget
	and press ENTER.	screen will appear.

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Browse by Approval Route/Agency (Contract Worker)

	Your Action	System Response
1.	Choose MC (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2.	Choose BR (Contract Browses and Reports (CW)) from the Manage Contracts Menu and press ENTER.	The Contract Browses and Reports (CW) Menu will appear.
3.	Choose CB (Miscellaneous Contract Browses (CW)) from the Contract Browses and Reports (CW) Menu and press ENTER.	The Miscellaneous Contract Browses (CW) Menu will appear.
4.	Choose TA (Browse by Approval Route/Agency (CW)) from the Miscellaneous Contract Browses (CW) Menu and press ENTER.	The Browse by Approval Route/Agency (CW) screen will appear.
	Selection criteria includes *Approval Route, *Agency, FY, and FY Status. Available actions included display or modify.	Information is displayed by Agency Number, Fiscal Year, Approval Route, Contract #, Contractor, Contract Type, Approval; Status, Request Type, Fiscal Year Status, Contract Total, Start Date and End Date.

	CI PHMCCBCM		ROLL AND HUMAN Approval Rout	RESOURCE SYST e/Agency (CW)	EM	0	/12/2016 9:14 AM more >
Actions: Agcy Act Nbr	Appvl	Contract#	Cont	ractor		Cont Type	Appv Stat
		*Agency: 0000	FY: <u>2</u> 017 FY S	tatus: _			
		F3PF4PF5- nd				-PF11- Right	

	Your Action	System Response
5.	Press F11 to access the second panel of this	The second panel of this screen will
	screen.	appear.

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PHFNC10 CI PHMCCBCB PHMCCBCM < 1 more	STATEWIDE PAYROLL AND Browse by Approva			08/12/2016 09:16 AM
Actions: (D,M) Agcy Appvl Act Nbr FY Route	Req. FY Contract# Type Statu	Contract s Total	Start Date	End Date
	*** End of Data	***		
	*Agency: 0000 FY: 201	.7 FY Status: =		
Direct Command:	E2 DE4 DEE DE6	DE7 DE0 DE	-0 pc10 pc	11 pr13
Help Main E	F3PF4PF5PF6	Bkwd Fwd		

	Your Action	System Response
6	. Choose D isplay or M odify by the selected	The Maintain Contract Year Budget
	record and press ENTER.	screen will appear.

Browse All Pending/Requested/Approved Contracts (Contract Worker)

	Your Action	System Response
1.	Choose MC (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2.	Choose BR (Contract Browses and Reports (CW)) from the Manage Contracts Menu and press ENTER.	The Contract Browses and Reports (CW) Menu will appear.
3.	Choose CB (Miscellaneous Contract Browses (CW)) from the Contract Browses and Reports (CW) Menu and press ENTER.	The Miscellaneous Contract Browses (CW) Menu will appear.
4.	Choose BA (Browse All Pend/Req/Appr Contracts) from the Miscellaneous Contract Browses (CW) and press ENTER.	The Browse All Pend/Req/Appr Contracts screen will appear.
	Selection criteria include Agency Number, Fiscal Year, and FY Status. There is no available action.	Information is displayed by Agency Number, Fiscal Year, Fiscal Year Status, Contract Number, Contractor, Contract Type, Approval Status, Listed Pending and Approved, Hired Pending and Approved, Accounting Distribution, and Account Justification.

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PHFNC10 PHV2 PHMCAC1B PHMCAC1M		L AND HUMAN RESOURCE SYS d/Req/Appr Contracts (CW	,,
Agency Fiscal FY Number Year Status		Contractor	Cont Appv Type Stat
*Agency Number: 0000	Eiscal Voar: 2	017 EV Status	
Direct Command:	riscai leai. <u>Z</u>	oir Fi Status	
Enter-PF1PF2PF Help Main En		PF6PF7PF8PF9 Bkwd Fwd	PF10PF11PF12 Left Right Quit

	Your Action	System Response
5.	Press F11 to access the second panel of this	The second panel of this screen will
	screen.	appear.

PHMCAC1B PHMCAC1M	Browse All Pe	OLL AND HUMAN RESOURCE SYS end/Req/Appr Contracts (CW	09:26 AM 1 more >
Agency Fiscal FY Number Year Status		Contractor	Cont Appv Type Stat
	*** End c	of Data ***	
*Agency Number: 0000 Direct Command:	Fiscal Year:	2017 FY Status: =	
Enter-PF1PF2PF Help Main En		PF6PF7PF8PF9 Bkwd Fwd	PF10PF11PF12 Left Right Quit

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Miscellaneous Contract Reports Menus (Contract Worker)

	Your Action	System Response
1.	Choose MC (Manage Contracts) from the	The Manage Contracts Menu will appear.
	Main Menu and press ENTER.	
2.	Choose BR (Contract Browses and Reports	The Contract Browses and Reports (CW)
	(CW)) from the Manage Contracts Menu and	Menu will appear.
	press ENTER.	
3.	Choose CR (Miscellaneous Contract Reports	The Miscellaneous Contract Reports
	(CW)) from the Contract Browses and	(CW) Menu will appear.
	Reports (CW) Menu and press ENTER.	

PHFNC10 PHIMAINU			, ,
	Code	Description	FastPath
	AA	Approved Contracts Summary by Agency	
	SA	Contract Summary by Contract Service Type	
	AS	Contracts Summary by Agency Within Svc Type	
	DC	Contracts by Declining Contract Amount	
	RT	Request Type Summary by Contract Type	
	CP	Request for Contracts Pending Approval	
	AP	Contract Approval Performance	
	PA	All Contracts Pending Approval	
	0C	Contracts by Office Code	
	LC	Contract List by Contractor	
	AT	Contracts Approved or Contracts Terminated	
	BD	Report of Contract Worker Budget Data	
Code:	_		
Direct Co	mmand		
Enter-PF1	PF	2PF3PF4PF5PF6PF7PF8PF9PF	10PF11PF12
Hel	р ма	in End	Quit

Approved Contracts Summary by Agency

The Approved Contracts Summary by Agency Report shows all contract summary information in agency sequence.

Your Action	System Response
4. Choose AA (Approved Contracts Summary	The Approved Contracts Summary by
by Agency) from the Miscellaneous Contract	Agency screen will appear.
Reports (CW) Menu and Press ENTER.	

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PHFNC10 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM PHMCR01T PHMCR01M Approved Contracts Summary by Agency	08/12/2016 10:55 AM
Include Contracts Approved, Effective, Disapproved, Terminated, Expired (A,E,D,T,X): _	
From: To:	
Exclude Contracts Less Than:	
Include Agencies ('SPB', 'ALL' or Agency#):	
Print Fiscal YTD Cost (Y/N): _	
Requested by: KATIE WOMACK *Direct Command:	
Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10- Help Main End	PF11PF12 Quit

Your Action	System Response
5. Enter the following information:	
Include Contracts Approved, Effective, Disapproved, Terminated, Expired (A, E,D,T,X): Enter Approved, Effective, Disapproved, Terminated, Expired From: Enter the From date to be used in the report. Enter as MMDDYYYY. To: Enter the To date to be used in the report. Enter as MMDDYYYY. Exclude Contracts Less Than: Used to enter a dollar amount to exclude contracts that are less than the specified dollar amount. Include All Agencies ('SPB,' 'ALL' or Agency#): Enter the Agency number, SPB, or ALL in this field. (This field defaults to "ALL" agencies.) Print Fiscal YTD Cost (Y/N): Enter "Y" to include the optional total expenditures paid	
out so far this year for the contracts selected.	
6. Press ENTER.	The Batch Job Submission window will appear.

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Your Action	System Response
7. Press ENTER.	The system will display the following message:
	The Approved Contracts Summary by Agency report has been submitted successfully.

Contract Summary by Contract Service Type

The Contract Summary by Contract Service Type Report shows all contract summary Information in service type sequence.

	Your Action	System Response
1.	Choose MC (Manage Contracts) from the	The Manage Contracts Menu will
	Main Menu and press ENTER.	appear.
2.	Choose BR (Contract Browses and Reports	The Contract Browses and Reports (CW)
	(CW)) from the Manage Contracts Menu and	Menu will appear.
	press ENTER.	
3.	Choose CR (Miscellaneous Contract Reports	The Miscellaneous Contract Reports
	(CW)) from the Contract Browses and Reports	(CW) Menu will appear.
	(CW) Menu and press ENTER.	
4.	Choose SA (Contract Summary by Contract	The Contract Summary by Contract
	Service Type) from the Miscellaneous	Service Type screen will appear.
	Contract Reports (CW) Menu and press	
	ENTER.	

PHFNC10 PHV4 PHMCR02T PHMCR02M		OLL AND HUMAN RESOURCE SYSTEM Ary by Contract Service Type	08/12/2016 10:56 AM
	s Approved, Effect minated, Expired (
		From: To:	
	Exclude Contracts	s Less Than:	
Include Agenci	es ('SPB', 'ALL' o	or Agency#):	
	Print Fiscal YTD	Cost (Y/N): _	
Requested by: KAT *Direct Command:	IE WOMACK		
Enter-PF1PF2		PF6PF7PF8PF9PF10-	· · · · · · -
Help Main	ENG		Quit

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	Your Action	System Response
5.	Enter the following information:	
	Include Contracts Approved, Effective, Disapproved, Terminated, Expired (A, E,D,T,X): Enter Approved, Effective, Disapproved, Terminated, Expired From: Enter the From date to be used in the report. Enter as MMDDYYYY. To: Enter the To date to be used in the report. Enter as MMDDYYYY. Exclude Contracts Less Than: Used to enter a dollar amount to exclude contracts that are less than the specified dollar amount. Include Agencies ('SPB', 'ALL' or Agency#): Enter the Agency number, SPB, or ALL in this field. Print Fiscal YTD Cost (Y/N): Enter "Y" to include the optional total expenditures paid out so far this year for the contracts selected.	
6.	Press ENTER.	The Batch Job Submission window will appear.
7.	Press ENTER.	The system will display the following message:
		The Contract Summary by Contract Service Type report has been submitted successfully.

Contracts Summary by Agency within Service Type

The Contract Summary by Agency within Service Type Report shows all agency information in service type sequence.

	Your Action	System Response
1.	Choose MC (Manage Contracts) from the	The Manage Contracts Menu will
	Main Menu and press ENTER.	appear.
2.	Choose BR (Contract Browses and Reports	The Contract Browses and Reports (CW)
	(CW)) from the Manage Contracts Menu and	Menu will appear.
	press ENTER.	
3.	Choose CR (Miscellaneous Contract Reports	The Miscellaneous Contract Reports
	(CW)) from the Contract Browses and Reports	(CW) Menu will appear.
	(CW) Menu and press ENTER.	
4.	Choose AS (Contracts Summary by Agency	The Contracts Summary by Agency
	Within Svc Type) from the Miscellaneous	Within Svc Type screen will appear.
	Contract Reports (CW) Menu and press	
	ENTER.	

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PHFNC10 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	08/12/2016
PHMCR03T PHMCR03M Contracts Summary by Agency Within Svc Type	10:57 AM
Include Contracts Approved, Effective,	
Terminated, Disapproved, Expired (A,E,T,D,X): _	
F	
From: To:	
10	
Exclude Contracts Less Than:	
*Include Service Type:	
Print Fiscal YTD Cost (Y/N): _	
111111 113641 115 6036 (1711)1 <u> </u>	
Requested by: KATIE WOMACK	
*Direct Command:	
Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10-	PF11PF12
Help Main End	Quit

Your Action	System Response
5. Enter the following information:	
Include Contracts Approved, Effective, Disapproved, Terminated, Expired (A, E,D,T,X): Enter Approved, Effective, Disapproved, Terminated, Expired From: Enter the From date to be used in the report. Enter as MMDDYYYY. To: Enter the To date to be used in the report. Enter as MMDDYYYY. Exclude Contracts Less Than: Used to enter a dollar amount to exclude contracts that are less than the specified dollar amount. *Include Service Type: Enter the service type code. Print Fiscal YTD Cost (Y/N): Enter "Y" to include the optional total expenditures paid out so far this year for the contracts selected.	
6. Press ENTER.	The Batch Job Submission window will appear.
7. Press ENTER.	The system will display the following message:
	The Contracts Summary by Agency Within Svc Type report has been submitted.

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Contracts by Declining Contract Amount

The Contracts by Declining Contract Amount Report shows all contract information in contract number and agency sequence.

	Your Action	System Response
1.	Choose MC (Manage Contracts) from the	The Manage Contracts Menu will
	Main Menu and press ENTER.	appear.
2.	Choose BR (Contract Browses and Reports	The Contract Browses and Reports (CW)
	(CW)) from the Manage Contracts Menu and	Menu will appear.
	press ENTER.	
3.	Choose CR (Miscellaneous Contract Reports	The Miscellaneous Contract Reports
	(CW)) from the Contract Browses and Reports	(CW) Menu will appear.
	(CW) Menu and press ENTER.	
4.	Choose DC (Contracts by Declining Contract	The Contracts by Declining Contract
	Amount) from the Miscellaneous Contract	Amount screen will appear.
	Reports (CW) Menu and press ENTER.	

	12/2016 58 AM
<pre>Include Contracts Approved, Effective, Terminated, Disapproved, Expired (A,E,T,D,X): _</pre>	
From: To:	
Use Total Amount or Personal/Legal Svcs(T/P): _ Exclude Contracts Less Than: Include Agencies ('SPB', 'ALL' or Agency#):	
Print Service Description? (Y/N): _	
(Contract Type) PS Contracts, Legal, or Both(P,S,B): _	
Requested by: KATIE WOMACK *Direct Command:	
Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF11 Help Main End	PF12 Quit

	Your Action	System Response
5.	Enter the following information:	
	Include Contracts Approved, Effective, Disapproved, Terminated, Expired (A, E,D,T,X): Enter Approved, Effective, Disapproved, Terminated, Expired From: Enter the From date to be used in the report. Enter as MMDDYYYY.	

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Your Action	System Response
Continue entering the following information.	
To: Enter the To date to be used in the report. Enter as MMDDYYYY. Use Total Amount or Personal/Legal Svcs(T/P): Enter a Total amount to exclude contracts with a total amount less than the specified dollar amount or Personal/Legal Svcs to exclude contracts that are less than the dollar amount specified in the "Exclude Contracts Less Than" field. Exclude Contracts Less Than: Used to enter a dollar amount to exclude contracts that are less than the specified dollar amount. Include All Agencies ('SPB,' 'ALL' or Agency#): Enter the Agency number, SPB, or ALL in this field Print Service Description? (Y/N): Enter Yes or No to include the Service Description on the report. (Contract Type) PS Contracts, Legal, or Both (P, S, B): Enter P for PS Contract, S for legal services that require the approval of the Attorney General or B for Both.	
6. Press ENTER.	The Batch Job Submission window will
0. 11000 EIVIEIV.	appear.
7. Press ENTER.	The system will display the following message:
	The Contracts by Declining Contract Amount report has been submitted successfully.

Request Type Summary by Contract Type

The Request Type Summary by Contract Type Report shows the number of contracts "in the approval pipeline" for each agency.

	Your Action	System Response
1.	Choose MC (Manage Contracts) from the	The Manage Contracts Menu will
	Main Menu and press ENTER.	appear.
2.	Choose BR (Contract Browses and Reports	The Contract Browses and Reports (CW)
	(CW)) from the Manage Contracts Menu and	Menu will appear.
	press ENTER.	
3.	Choose CR (Miscellaneous Contract Reports	The Miscellaneous Contract Reports
	(CW)) from the Contract Browses and Reports	(CW) Menu will appear.
	(CW) Menu and press ENTER.	

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	Your Action	System Response
4.	Choose RT (Request Type Summary by	The Request Type Summary by Contract
	Contract Type) from the Miscellaneous	Type screen will appear.
	Contract Reports (CW) Menu and press	
	ENTER.	

PHFNC10 PHV4 PHMCR05T PHMCR05M	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM Request Type Summary by Contract Type	08/12/2016 11:00 AM
Incl	ude Contracts Approved From:	
	To:	
	Exclude Contracts Less Than:	
Include Agencie	s ('SPB', 'ALL' or Agency#):	
Requested by: KATI *Direct Command: _	E WOMACK	
Enter-PF1PF2	PF3PF4PF5PF6PF7PF8PF9PF10	
Help Main	Ena	Quit

Your Action	System Response
5. Enter the following information:	
Include Contracts Approved From: Enter the date to be used in the report. Enter as MMDDYYYY. To: Enter the dates to be used in the report. Enter as MMDDYYYY. Exclude Contracts Less Than: Used to enter a dollar amount to exclude contracts that are less than the specified dollar amount. Include All Agencies ('SPB,' 'ALL,' or Agency#): Enter the Agency number, SPB, or ALL in this field.	
6. Press ENTER.	The Batch Job Submission window will appear.
7. Press ENTER.	The system will display the following message: The Request Type Summary by Contract Type report has been submitted successfully.

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Request for Contracts Pending Approval

This screen allows you to enter search criteria to extract a set of contracts to summarize.

	Your Action	System Response
1.	Choose MC (Manage Contracts) from the	The Manage Contracts Menu will
	Main Menu and press ENTER.	appear.
2.	Choose BR (Contract Browses and Reports	The Contract Browses and Reports (CW)
	(CW)) from the Manage Contracts Menu and	Menu will appear.
	press ENTER.	
3.	Choose CR (Miscellaneous Contract Reports	The Miscellaneous Contract Reports
	(CW)) from the Contract Browses and Reports	(CW) Menu will appear.
	(CW) Menu and press ENTER.	
4.	Choose CP (Request for Contracts Pending	The Request for Contracts Pending
	Approval) from the Miscellaneous Contract	Approval screen will appear.
	Reports (CW) Menu and press ENTER.	

PHMCR06T PHMCR06M Request for Contracts Pending Approval 11:01 AM Print Contract Forms Requested/Approved From:	16
To: For Agency: OR Enter Contract Fiscal Year:	
To: For Agency: OR Enter Contract Fiscal Year:	
For Agency:OR Enter Contract Fiscal Year:	
Enter Contract Fiscal Year:	
	
Requested by: KATIE WOMACK	
*Direct Command:	
Help Main End Quit	

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Your Action	System Response
5. Enter the following information:	
Print Contract Forms Requested/Approved From: Enter the date to be used in the report. Enter as MMDDYYYY. To: Enter the date to be used in the report. Enter as MMDDYYYY. For Agency: Enter the Agency number, SPB, or ALL in this field. OR Enter Contract Fiscal Year: Enter the Fiscal Year for the Contract to be used in the report. Enter the year as YYYY. And Contract Number(s): The Contract Number(s) to be used in the report. Fifteen Contract Numbers can be entered and included in the report.	
6. Press ENTER.	The Batch Job Submission window will appear.
7. Press ENTER.	The system will display the following message: The Request for Contracts Pending Approval report has been submitted successfully.

Contract Approval Performance

The Contract Approval Performance report shows, by contract, specific contract information.

	Your Action	System Response
1.	Choose MC (Manage Contracts) from the	The Manage Contracts Menu will
	Main Menu and press ENTER.	appear.
2.	Choose BR (Contract Browses and Reports	The Contract Browses and Reports (CW)
	(CW)) from the Manage Contracts Menu and	Menu will appear.
	press ENTER.	
3.	Choose CR (Miscellaneous Contract Reports	The Miscellaneous Contract Reports
	(CW)) from the Contract Browses and Reports	(CW) Menu will appear.
	(CW) Menu and press ENTER.	
4.	Choose AP (Contract Approval Performance)	The Contract Approval Performance
	from the Miscellaneous Contract Reports (CW)	screen will appear.
	Menu and press ENTER.	

	PHV4		8/12/2016
PHMCR07T	PHMCR07M	Contract Approval Performance 1	1:03 AM
	_		
	Incl	ude Contracts Approved From:	
		To:	
		Exclude Contracts Less Than:	
	'	Exerude contracts tess main	
	Print	Service Description? (Y/N): _	
Requested	d by: KATI	F WOMACK	
*Direct		L HOPLICK	
	_		
_		PF3PF4PF5PF6PF7PF8PF9PF10PF11	PF12
He	lp Main	End	Quit

	Your Action	System Response
5.	Enter the following information:	
	Include Contracts Approved From: Enter the date to be used in the report. Enter as MMDDYYYY. To: Enter the dates to be used in the report. Enter as MMDDYYYY. Exclude Contracts Less Than: Used to enter a dollar amount to exclude contracts that are less than the specified dollar amount. Print Service Description? (Y/N): Enter Yes or No to include the Service Description on the report.	
6.	Press ENTER.	The Batch Job Submission window will appear.
7.	Press ENTER.	The system will display the following message: The Contract Approval Performance
		report has been submitted successfully.

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All Contracts Pending Approval

The Contracts Pending Approval report shows, by contract, specific contract information.

	Your Action	System Response
1.	Choose MC (Manage Contracts) from the	The Manage Contracts Menu will
	Main Menu and press ENTER.	appear.
2.	Choose BR (Contract Browses and Reports	The Contract Browses and Reports (CW)
	(CW)) from the Manage Contracts Menu and	Menu will appear.
	press ENTER.	
3.	Choose CR (Miscellaneous Contract Reports	The Miscellaneous Contract Reports
	(CW)) from the Contract Browses and Reports	(CW) Menu will appear.
	(CW) Menu and press ENTER.	
4.	Choose PA (All Contracts Pending Approval)	The All Contracts Pending Approval
	from the Miscellaneous Contract Reports (CW)	screen will appear.
	Menu and press ENTER.	

PHFNC10 PHMCR08T	PHV4 PHMCR08M	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM All Contracts Pending Approval	08/12/2016 11:04 AM
	I	Exclude Contracts Less Than:	
	Print	Service Description? (Y/N):	
	d by: KATI	E WOMACK	
*Direct (
		PF3 PF4PF5PF6PF7PF8PF9PF10PF	
He	lp Main ∣	End	Quit

	Your Action	System Response
5.	Enter the following information:	
	 Exclude Contracts Less Than: Used to enter a dollar amount to exclude contracts that are less than the specified dollar amount. Print Service Description? (Y/N): Enter Yes or No to include the Service Description on the report. 	

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Your Action	System Response
6. Press ENTER.	The Batch Job Submission window will
	appear.
7. Press ENTER.	The system will display the following message:
	The All Contracts Pending Approval report has been submitted successfully.

Contracts by Office Code

The Contracts by Office Code report shows, by each agency's office codes, specific contract information.

	Your Action	System Response
1.	Choose MC (Manage Contracts) from the	The Manage Contracts Menu will
	Main Menu and press ENTER.	appear.
2.	Choose BR (Contract Browses and Reports	The Contract Browses and Reports (CW)
	(CW)) from the Manage Contracts Menu and	Menu will appear.
	press ENTER.	
3.	Choose CR (Miscellaneous Contract Reports	The Miscellaneous Contract Reports
	(CW)) from the Contract Browses and Reports	(CW) Menu will appear.
	(CW) Menu and press ENTER.	
4.	Choose OC (Contracts by Office Code) from	The Contracts by Office Code screen will
	the Miscellaneous Contract Reports (CW)	appear.
	Menu and press ENTER.	

PHFNC10 PHMCR09T	PHV4 PHMCR09M	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM Contracts by Office Code	08/12/2016 11:05 AM
Include	e Contracts Terminated	Approved, Effective, Disapproved, Expired (A,E,T,D,X): _	
	Use Total A	From: To: Ial Contract to Date Amounts (Y,N): _ Amount or Personal/Legal Svcs(T/P): _ Exclude Contracts Less Than: Agencies ('SPB', 'ALL' or Agency#): Print Service Description? (Y/N): _	
(Contra	act Type) Ps	S Contracts, Legal, or Both(P,S,B): _	
*Direct (Enter-PF]		-3PF4PF5PF6PF7PF8PF9PF1	0PF11PF12 Quit

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5.		System Response
	Enter the following information:	•
1		
	Include Contracts Approved, Effective,	
	Disapproved, Terminated, Expired (A,	
	E,D,T,X): Enter Approved, Effective,	
	Disapproved, Terminated, Expired From: Enter the From date to be used in the	
	report. Enter as MMDDYYYY .	
	•	
	•	
	• •	
	· ·	
	contracts selected.	
	Use Total Amount or Personal/Legal	
	Svcs(T/P): Enter a T otal amount to exclude	
	contracts with a total amount less than the	
	specified dollar amount or Personal/Legal	
	•	
	•	
	•	
	(Contract Type) PS Contracts, Legal, o	
	Both (P,S,B): Enter P for PS Contract, S for	
	legal services that require the approval of the	
	Attorney General or B for Both.	
6.	Press ENTER.	The Batch Job Submission window will
		appear.
7.	Press ENTER.	
		message:
		The Contracts by Office Code report has
		been submitted successfully.
	Use Total Amount or Personal/Legal Svcs(T/P): Enter a Total amount to exclude contracts with a total amount less than the specified dollar amount or Personal/Legal Svcs to exclude contracts that are less than the dollar amount specified in the "Exclude Contracts Less Than" field. Exclude Contracts Less Than: Used to enter a dollar amount to exclude contracts that are less than the specified dollar amount. Include All Agencies ('SPB,' 'ALL' or Agency#): Enter the Agency number, SPB, or ALL in this field. Print Service Description? (Y/N): Enter Yes or No to include the Service Description on the report. (Contract Type) PS Contracts, Legal, o Both (P,S,B): Enter P for PS Contract, S for legal services that require the approval of the Attorney General or B for Both.	appear. The system will display the following message: The Contracts by Office Code report ha

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Contract List by Contractor

The Contract List by Contractor report shows specific contract information in contractor sequence.

	Your Action	System Response
1.	Choose MC (Manage Contracts) from the	The Manage Contracts Menu will appear.
	Main Menu and press ENTER.	
2.	Choose BR (Contract Browses and Reports	The Contract Browses and Reports (CW)
	(CW)) from the Manage Contracts Menu and	Menu will appear.
	press ENTER.	
3.	Choose CR (Miscellaneous Contract Reports	The Miscellaneous Contract Reports
	(CW)) from the Contract Browses and	(CW) Menu will appear.
	Reports (CW) Menu and press ENTER.	
4.	Choose LC (Contract List by Contractor) from	The Contract List by Contractor screen
	the Miscellaneous Contract Reports (CW)	will appear.
	Menu and press ENTER.	

PHFNC10 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SY	
PHMCR10T PHMCR10M Contract List by Contractor	11:06 AM
Include Contracts Approved, Effective,	
Disapproved, Terminated, Expired (A,E,D,T,X): $=$	
From: To:	
Exclude Contracts Less Than:	
<pre>Include Agencies ('SPB', 'ALL' or Agency#):</pre>	
Print Fiscal YTD Cost (Y/N): _	
Print Service Description? (Y/N): _	
Requested by: KATIE WOMACK	
*Direct Command:	
Enter-PF1PF2PF3PF5PF6PF7PF8PF9	
Help Main End	Quit

Your Action	System Response
5. Enter the following information:	
Include Contracts Approved, Effective, Disapproved, Terminated, Expired (A, E,D,T,X): Enter Approved, Effective, Disapproved, Terminated, Expired	
From: Enter the From date to be used in the report. Enter as MMDDYYYY. To: Enter the To date to be used in the	
report. Enter as MMDDYYYY.	

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Your Action	System Response
Continue entering the following information.	
Exclude Contracts Less Than: Used to enter a dollar amount to exclude contracts that are less than the specified dollar amount. Include All Agencies ('SPB,' 'ALL' or Agency#): Enter the Agency number, SPB, or ALL in this field. Print Fiscal YTD Cost (Y/N): Enter "Y" to include the optional total expenditures paid out so far this year for the contracts selected. Print Service Description? (Y/N): Enter Yes or No to include the Service Description on the report.	
6. Press ENTER.	The Batch Job Submission window will appear.
7. Press ENTER.	The system will display the following message: The Contract List by Contractor report
	has been submitted successfully.

Contracts Approved or Contracts Terminated

The Contracts Approved or Contracts Terminated report shows specific approved contract information in contract number sequence.

	Your Action	System Response
1.	Choose MC (Manage Contracts) from the	The Manage Contracts Menu will appear.
	Main Menu and press ENTER.	
2.	Choose BR (Contract Browses and Reports	The Contract Browses and Reports (CW)
	(CW)) from the Manage Contracts Menu and	Menu will appear.
	press ENTER.	
3.	Choose CR (Miscellaneous Contract Reports	The Miscellaneous Contract Reports
	(CW)) from the Contract Browses and	(CW) Menu will appear.
	Reports (CW) Menu and press ENTER.	
4.	Choose AT (Contracts Approved or Contracts	The Contracts Approved or Contracts
	Terminated) from the Miscellaneous Contract	Terminated screen will appear.
	Reports (CW) Menu and press ENTER.	

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PHFNC10 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM PHMCR11M Contracts Approved or Contracts Terminated	08/12/2016 11:09 AM
Include Contracts Approved, Effective, Terminated, Disapproved, Expired (A,E,T,D,X): _ Fiscal Year: From:	
To: Show All Mods(Y,N): _ Exclude Contracts Less Than:	-
Include Agencies ('SPB', 'ALL' or Agency#):	
Show Actual Contract to Date Amounts (Y,N): _ Print Attached Vendor/Worker List (Y,N): _ Print Service Description? (Y,N): _	
(Contract Type) PS Contracts, Legal, or Both(P,S,B): _ Requested by: KATIE WOMACK *Direct Command:	
Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10- Help Main End	PF11PF12 Quit

Your Action	System Response
5. Enter the following information:	,
· ·	
Include Contracts Approved, Effective,	
Disapproved, Terminated, Expired (A, E,	
D, T, X) : Enter A pproved, E ffective,	
Disapproved, Terminated, Expired.	
Fiscal Year : Enter the fiscal year to be used in the report.	
From : Enter the From date to be used in the report. Enter as MMDDYYYY .	
To : Enter the To date to be used in the	
report. Enter as MMDDYYYY.	
Show All Mods(Y, N): Enter "Y" to include	
all modified contracts in the report.	
Exclude Contracts Less Than: Used to enter	
a dollar amount to exclude contracts that are	
less than the specified dollar amount.	
Include All Agencies ('SPB,' 'ALL' or	
Agency#): Enter the Agency number, SPB,	
or ALL in this field. (This field defaults to	
"ALL" agencies.)	
Show Actual Contract to Date Amounts (Y,	
N): Enter "Y" to include the optional total	
expenditures paid out so far this year for the	
contracts selected.	

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Your Action	System Response
Continue entering the following information:	
Print Attached Vendor/Worker List (Y, N): Enter "Y" to print an attached vendor/worker list. Print Service Description? (Y/N): Enter Yes or No to include the Service Description on the report. (Contract Type) PS Contracts, Legal, or Both (P, S, B): Enter P for PS Contract, S for legal services that require the approval of the Attorney General or B for Both.	
6. Press ENTER.	The Batch Job Submission window will appear.
7. Press ENTER.	The system will display the following message: The Contracts Approved or Contracts Terminated report has been submitted successfully.

Report of Contract Worker Budget Data

	Your Action	System Response
1.	Choose MC (Manage Contracts) from the	The Manage Contracts Menu will
	Main Menu and press ENTER.	appear.
2.	Choose BR (Contract Browses and Reports	The Contract Browses and Reports (CW)
	(CW)) from the Manage Contracts Menu and	Menu will appear.
	press ENTER.	
3.	Choose CR (Miscellaneous Contract Reports	The Miscellaneous Contract Reports
	(CW)) from the Contract Browses and	(CW) Menu will appear.
	Reports (CW) Menu and press ENTER.	
4.	Choose BD (Report of Contract Worker	The Report of Contract Worker Budget
	Budget Data) from the Miscellaneous	Data screen will appear.
	Contract Reports (CW) Menu and press	
	ENTER.	

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	NC10		08/12/2016
PHM	CCP1D	PHMCCP1M Report of Contract Worker Budget Data	11:12 AM
=	0001		
_	0002		
_	0003	3 JOINT LEGISLATIVE OPERATIONS	
_	0004	HOUSE OF REPRESENTATIVES MEMBERS	
_	0005	SENATE - MEMBERSHIP	
_	0021	L PEER COMMITTEE	
	0022	2 JOINT LEGISLATIVE REAPPORTIONMENT	
	0025	LEGISLATIVE BUDGET OFFICE	
	0051	L SC-SUPREME COURT	
	0054		
		SC-COURT OF APPEALS	
_	0071		
_	0083		
_		L OFFICE OF STATE PUBLIC DEFENDER	
_	0031	OFFICE OF STATE FOREIG DEFENDER	
St	art Da	nate · (MMNNVVVV)	
Start Date: (MMDDYYYY) End Date: (MMDDYYYY) Submit (Y/N): Y			
Direct Command:			
			-11 DE12
Ent		-1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF	
	не	elp Main End Bkwd Fwd	Quit

You	r Action	System Response
5. Enter the following	g information:	
Agency: At least Selected.	one Agency must be	
Start Date: Enter MMDDYYYY.	the start date as	
End Date: Enter MMDDYYYY.	the end date as	
Submit (Y/N): En	ter Y es to submit the job.	
6. Press ENTER.		The Batch Job Submission window will appear.
7. Press ENTER.		The system will display the following message:
		The Report of Contract Worker Budget Data has been submitted successfully.

Miscellaneous Contract Reports (2) (Contract Worker)

Top 20 Contracts by Declining Contract Total

The Top Contracts by Declining Contract Total report shows specific contract information in contract amount sequence. The contract with the highest amount is listed first.

Your Action	System Response
1. Choose MC (Manage Contracts) from the	The Manage Contracts Menu will appear.
Main Menu and press ENTER.	

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	Your Action	System Response
2.	Choose BR (Contract Browses and Reports	The Contract Browses and Reports (CW)
	(CW)) from the Manage Contracts Menu and	Menu will appear.
	press ENTER.	
3.	Choose RE (Miscellaneous Contract Reports	The Miscellaneous Contract Reports (2)
	(2) (CW)) from the Browses and Reports	(CW) Menu will appear.
	(CW) Menu and press ENTER.	

PHFNC10 PHIMAINU	PHV4 PHIMA	STATEWIDE PAYROLL AND HUMAN RESOURCE INM Miscellaneous Contract Reports (2) (08/12/2016 11:14 AM
	Code	Description	FastPa	ith
	TC CS RC CA	Top 20 Contracts by Declining Contract To Contracts Summary Executive Summary Report of CW Contract Activity	otal EXEC RCACW	
Code	: _			
	LPF2	: 2PF3PF4PF5PF6PF7PF8PF in End	-9PF10PF1	l1PF12 Quit

Your Action	System Response
4. Choose TC (Top 20 Contracts by Declining	The Top 20 Contracts by Declining
Contract Total) from Miscellaneous Contract	Contract Total screen will appear.
Reports (2) (CW) Menu and press ENTER.	

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PHFNC10	PHV4	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 0	8/12/2016
PHMCR12T	PHMCR12M		1:15 AM
1l		Annual Effective	
Include		Approved, Effective,	
	Terminated	, Disapproved, Expired (A,E,T,D,X): _	
		Fiscal Year:	
		From:	
		To:	
	Number of	Contracts to Include on the Report: Print Analyst's Summary (Y/N): _	
	use Total	Amount or Personal/Legal Svcs(T/P): _	
	ose rocur i	Exclude Contracts Less Than:	
	Tnclude .	Agencies ('SPB', 'ALL' or Agency#):	
		ual Contract to Date Amounts (Y,N): _	
		Attached Vendor/Worker List (Y,N): _	
	111110	Print Service Description? (Y,N): _	
(Contr	ect Type) D	S Contracts, Legal, or Both(P,S,B): _	
	d by: KATIE	WUMACK	
*Direct (F) DE4 DEC DE7 DE0 DE0 DE10 DE11	DE13
_		F3PF4PF5PF6PF7PF8PF9PF10PF11	_
не	lp Main E	na	Quit

Your Action	System Response
5. Enter the following information:	
Include Contracts Approved, Effective,	
Disapproved, Terminated, Expired (A, E,	
D , T , X): Enter Approved, Effective,	
Disapproved, Terminated, Expired.	
Fiscal Year : Enter the fiscal year to be used	
in the report.	
From : Enter the From date to be used in the	
report. Enter as MMDDYYYY .	
To : Enter the To date to be used in the	
report. Enter as MMDDYYYY .	
Number of Contracts to Include on the	
Report : Enter the number of contracts that	
will be displayed on the report. If 10 are	
chosen, the 10 contracts with the highest	
dollar values will be reported.	
Print Analyst's Summary (Y/N): Used to	
enter a "Y"es or "N"o to print the Analyst's	
Summary information on the report.	
Use Total Amount or Personal/Legal	
Svcs(T/P): Enter a Total amount to exclude	
contracts with a total amount less than the	
specified dollar amount or Personal/Legal	
Svcs to exclude contracts that are less than	
the dollar amount specified in the "Exclude	
Contracts Less Than" field.	

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Your Action	System Response
Continue entering the following information:	
Exclude Contracts Less Than: Used to enter a dollar amount to exclude contracts that are less than the specified dollar	
amount.	
Include All Agencies ('SPB,' 'ALL,' or Agency#): Enter the Agency number, SPB, or ALL in this field.	
Show Actual Contract to Date Amounts (Y, N): Enter "Y" to include the optional total expenditures paid out so far this year for the contracts selected.	
Print Attached Vendor/Worker List (Y, N): Enter "Y" to print an attached vendor/worker list.	
Print Service Description? (Y/N) : Enter Y es or N o to include the Service Description on the report.	
(Contract Type) PS Contracts, Legal, or Both (P,S,B): Enter P for PS Contract, S for legal services that require the approval of	
the Attorney General or B for Both.	
6. Press ENTER.	The Batch Job Submission window will appear.
7. Press ENTER.	The Top 20 Contracts by Declining Contract Total report will be generated.

Contracts Summary

The Contracts Summary report accumulates contract information by fiscal year.

	Your Action	System Response
1.	Choose MC (Manage Contracts) from the	The Manage Contracts Menu will appear.
	Main Menu and press ENTER.	
2.	Choose BR (Contract Browses and Reports	The Contract Browses and Reports (CW)
	(CW)) from the Manage Contracts Menu and	Menu will appear.
	press ENTER.	
3.	Choose RE (Miscellaneous Contract Reports	The Miscellaneous Contract Reports (2)
	(2) (CW)) from the Browses and Reports	(CW) Menu will appear.
	(CW) Menu and press ENTER.	
4.	Choose CS (Contracts Summary) from	The Contracts Summary screen will
	Miscellaneous Contract Reports (2) (CW)	appear.
	Menu and press ENTER.	

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PHFNC10 PHV4		08/12/2016
PHMCR13T PHMCI	R13M Contracts Summary	11:16 AM
	Include Fiscal Years From: To:	
	Exclude Contracts Less Than:	
Include Age	encies ('SPB', 'ALL' or Agency#):	
	Print Fiscal YTD Cost (Y/N): _	
Requested by:	KATIE WOMACK	
*Direct Comma	1d: -2PF3PF4PF5PF6PF7PF8PF9PF10	DE11 DE12
Help Ma		Quit

	Your Action	System Response
5.	Enter the following information:	
	Include Fiscal Year From and To: Enter the date to be used in the report. Enter as MMDDYYYY. Exclude Contracts Less Than: Used to enter a dollar amount to exclude contracts that are less than the specified dollar amount. Include All Agencies ('SPB,' 'ALL' or Agency#): Enter the Agency number, SPB, or ALL in this field. Print Fiscal YTD Cost (Y/N): Enter "Y" to include the optional total expenditures paid out so far this year for the contracts selected.	
6.	Press ENTER.	The Batch Job Submission window will appear.
7.	Press ENTER.	The system will display the following message: The Contracts Summary report has been submitted successfully.

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Executive Summary

The Executive Summary report accumulates detailed contract information with room for signatures.

This screen allows you to enter search criteria to extract a set of contracts to summarize. Please be selective and print only the data you need.

	Your Action	System Response
1.	Choose MC (Manage Contracts) from the	The Manage Contracts Menu will appear.
	Main Menu and press ENTER.	
2.	Choose BR (Contract Browses and Reports	The Contract Browses and Reports (CW)
	(CW)) from the Manage Contracts Menu and	Menu will appear.
	press ENTER.	
3.	Choose RE (Miscellaneous Contract Reports	The Miscellaneous Contract Reports (2)
	(2) (CW)) from the Browses and Reports	(CW) Menu will appear.
	(CW) Menu and press ENTER.	
4.	Choose RC (Executive Summary) from	The Executive Summary screen will
	Miscellaneous Contract Reports (2) (CW)	appear.
	Menu and press ENTER.	

	PHV4 PHMCR14M	STATEWIDE	_	HUMAN RESOU e Summary	JRCE SYSTEM	08/12/2016 11:17 AM
Print Co	ontract Fo	orms Requeste		From: To: ency:		
				OR		
			act Fiscal tract Numbe	Year: r(s): 		
*Direct (Enter-PF1	d by: KATI Command: _ LPF2 p Main	PF3PF4	PF5PF6	-PF7PF8	PF9PF10)PF11PF12 Quit

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	Your Action	System Response
5.	Enter the following information:	
	Print Contract Forms Requested/Approved From and To: Enter the To date to be used in the report. Enter as MMDDYYYY. For Agency: Enter the Agency number, SPB, or ALL in this field.	
	OR	
	Enter Contract Fiscal Year: Enter the Fiscal Year for the Contract to be used in the report. (Enter the year as YYYY.) And Contract Number(s): Enter The Contract Number(s) to be used in the report. As many as fifteen Contract Numbers can be entered and included in the report.	
6.	Press ENTER.	The Batch Job Submission window will appear.
7.	Press ENTER.	The system will display the following message: The Contracts Summary report has been
		submitted successfully.

Report of CW Contract Activity

	Your Action	System Response
1.	Choose MC (Manage Contracts) from the	The Manage Contracts Menu will appear.
	Main Menu and press ENTER.	
2.	Choose BR (Contract Browses and Reports	The Contract Browses and Reports (CW)
	(CW)) from the Manage Contracts Menu and	Menu will appear.
	press ENTER.	
3.	Choose RE (Miscellaneous Contract Reports	The Miscellaneous Contract Reports (2)
	(2) (CW)) from the Browses and Reports	(CW) Menu will appear.
	(CW) Menu and press ENTER.	
4.	Choose CA (Report of CW Contract Activity)	The Report of CW Contract Activity
	from the (Miscellaneous Contract Reports (2)	screen will appear.
	(CW) Menu and press ENTER.	

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HMCR22T	PHV4 STATEWIDE PAYROLL AND HUI PHMCR22M Report of CW Cont	ract Activity	08/12/2016 11:18 AM
	Agency Number	(Agcy#, ALL, SPB)	
	Contract Status	(A,D,E,T,X,R->all)	
	Contract Start Date: Contract End Date	_ (MMDDCCYY) _ (MMDDCCYY)	
	Exclude Contracts Less Than:		
4 m d a 4	Requested by KATIE WO		
	Command: 1PF2PF3PF4PF5PF6PF 1p	7PF8PF9PF10P	F11PF12 Quit

	Your Action	System Response
5.	Enter the following information:	
	Agency Number: Used to specify a report that includes all agencies, SPB purview agencies, or a specific agency. (SPAHRS approvals security may affect your ability to select an agency other than your own.) Enter the Agency number, SPB, or ALL in this field Contract Status: Enter a code to include a specific contract type in the report such as "A"pproved, "E"ffective, "T"erminated, "D"isapproved, "X"pired, or "R"> all contract types (All contract types may Not be available for all reports) Contract Start Date: Enter a start date to be used in the Report. Contract End Date: Enter an end date to be used in the Report.	
6.	Press ENTER.	The Batch Job Submission window will appear.
7.	Press ENTER.	The system will display the following message: The Job has Been Submitted Successfully

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Monthly/FY Report of Contracts Approved

	Your Action	System Response
1.	Choose MC (Manage Contracts) from the	The Manage Contracts Menu will appear.
	Main Menu and press ENTER.	
2.	Choose BR (Contract Browses and Reports	The Contract Browses and Reports (CW)
	(CW)) from the Manage Contracts Menu and	Menu will appear.
	press ENTER.	
3.	Choose CD (Monthly/FY Report of Contracts	The Monthly/FY Report of Contracts
	Approved) from the Contract Browses and	Approved screen will appear.
	Reports (CW) Menu and press ENTER.	

		ROLL AND HUMAN RESOURCE SYSTEM port of Contracts Approved (CW)	
*Agency	/:		
Month_	_Year.:	_ (or) Fiscal_Year:	
Contra	actor_Type: CW	(CW - Contract Worker)	
Downlo	oad to File: N	(Y/N)	
ommand: LPF2I lp Main I		PF6PF7PF8PF9PF10-	-PF11PF12 Quit

	Your Action	System Response
4.	Enter the following information:	
	*Agency: Enter the Agency number. Month Year: Enter the month and year to be used in the report. OR Fiscal Year: Enter the fiscal year to be used	
	in the report.	
	Contractor Type: Enter (IC (Independent Contractor), CW (Contract Worker, or BO (for both). Download to File: (Y/N): Enter Yes or No.	
5.	Press ENTER.	The Batch Job Submission window will
		appear.

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Your Action	System Response
6. Press ENTER.	If the Download to File is marked yes the system will generate the following file name
	PH.RESTART.PY7810.AGCY00000.DO WNLOAD.
	If no then the Monthly/FY Report of Contracts Approved Report will be printed at the pre determined printer.

Remaining Balance On Contracts Report

This report is used for checking the balance left on all contracts for contract workers for a fiscal year. All contracts for that fiscal year will be displayed with the remaining balance and the contract worker in the contract.

	Your Action	System Response
1.	Choose MC (Manage Contracts) from the	The Manage Contracts Menu will appear.
	Main Menu and press ENTER.	
2.	Choose BR (Contract Browses and Reports	The Contract Browses and Reports (CW)
	(CW)) from the Manage Contracts Menu and	Menu will appear.
	press ENTER.	
3.	Choose RB (Remaining Balance On	The Remaining Balance On Contracts
	Contracts Report) from the Contract Browses	Report screen will appear.
	and Reports (CW) Menu and press ENTER.	

PHFNC10 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM PHMCRB1D PHMCRB1M Remaining Balance On Active Contracts Repo	06/22/2016 Ort 11:29 AM 11:29 AM
*Agency Number:	
Fiscal-Year:	
Direct Command:	
Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF	-10PF11PF12 Quit

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	Your Action	System Response
4.	Enter the following information:	
	*Agency Number: Enter the agency number. Fiscal-Year: Enter the fiscal year YYYY.	
5.	Press ENTER.	The Batch Job Submission screen will
		appear.
6.	Press ENTER.	The system will display the message that the job "Has Been Submitted Successfully

Browse Contract Years History (Contract Worker)

The Browse Contract Years History screen allows you to review a listing of Contract Years by Contract Number, Date, and Fiscal Year.

	Your Action	System Response			
1.	Choose MC (Manage Contracts) from the	The Manage Contracts Menu will appear.			
	Main Menu and press ENTER.				
2.	Choose YH (Browse Contract Years History	The Browse Contract Years History (CW)			
	(CW)) from the Manage Contracts Menu and press ENTER.	screen will appear.			
	Selection criteria include Contract Number, Date, and Fiscal Year. Available action is Display.	Information displayed includes: Date/Time, Contract Number, Contractor, Name, Fiscal Year, Agency Number, FY Status, Request Type, Approval Status, Approval Route, Update User, and Log Action.			

DUE	PHFNC10 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 08/12/2016								
	PHMCCYHB PHMCCYHM Browse Contract Years History (CW) 11:58 A								
FIIM									
Act	1 more >								
ACI	LIUIIS.		Contract						
A c+	Data/	Timo	COILLI ACT			Name			
ACL	Date/	rime	Num	Contractor		Name			
	05/14/1007	00:25	AM 000000	v0001514180	EQUEAL TH	COLUTIONS	TNC		
_	05/14/155/	11.20							
	05/13/1997			V0001514180					
	05/13/1997			v0001514180					
l _	05/09/1997	02:47	PM 0000002	2 V0001514180	EQHEALTH	SOLUTIONS	INC		
	05/09/1997			v0001514180	FOHFALTH	SOLUTIONS	TNC		
_	05/09/1997	02:42	DM 0000002	v0001514180	EUNEVI IN	COLUTTONS	TNC		
	05/09/1997	02.42							
				v0001514180					
	05/09/1997			v0001514180					
_	05/08/1997	01:28	PM 0000002	v0001514180	EQHEALTH	SOLUTIONS	INC		
_	05/08/1997	01:27	PM 0000002	v0001514180	FOHFAI TH	SOLUTIONS	TNC		
	05/08/1997			V0001514180					
_	03/00/1331	01.20	114 000002	. 10001311100	LQIILALIII	SOLUTIONS	THE		
*Contract#: Date: FY:									
Direct Command:									
Enter-PF1PF3PF4PF5PF6PF7PF8PF9PF10PF11PF12									
FUCE									
	не]р ма	ın End		Bkı	vd Fwd	Left	Right	Quit	

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	Your Action	System Response
3.	Press F1 to access the second panel of this	The second panel will appear.
	screen.	

PHM0 < 1	PHFNC10 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 08/12/201 PHMCCYHB PHMCCYHM Browse Contract Years History (CW) 11:59 AM < 1 more											
	tions: Date/T	⊺ime		Contract Num	FY	Agency Num					Upd User	Log Act
l _	05/14/1997	09:25	AM	0000002	1997	0665	Ε	M	Α	P1	РНВАТСН1	М
_	05/13/1997			0000002	1997	0665	Α	М	Α	P1	CLPH004	Α
_	05/13/1997					0665	Q	M	P	P1	CLPH004	M
_	05/09/1997					0665	P	М	P	P1	CLPH004	М
_	05/09/1997			0000002		0665	P	М	P	Р1	CLPH004	Α
_	05/09/1997			0000002		0665	Α	М	Α	P1	CLPH004	Α
_	05/09/1997			0000002		0665	Q	М	P	Р1	CLPH004	M
_	05/09/1997			0000002		0665	P	М	P	Р1	CLPH004	Α
_	05/08/1997			0000002		0665	Α	М	Α	Р1	CLPH004	Α
_	05/08/1997					0665	Q	М	P	Р1	CLPH004	М
_	05/08/1997	01:26	PM	0000002	1997	0665	P	М	P	P1	CLPH004	M
*Contract#: Date: FY: Direct Command:												
Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF11PF12												
	Help Main End Bkwd Fwd Left Right Quit											

	Your Action	System Response
4.	Choose D isplay next to the selected record	The Display Contract Years History
	and press ENTER.	screen will appear.

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